

Fitchburg Municipal Airport
March 18, 2015 –Airport Commission Meeting -18:00 Hours

1. Chairman's Remarks

- Participant Requests
- No Cell Phones during meeting.
- Meeting protocol – Stand, state your name, one conversation at a time, stay on point, face the Commission
- Standardized Policy approval YY-MM-Sequence (i.e. 15-03-xx)

2. Correspondence

- None received

3. Approval of Minutes – February 2014

4. Consultant Report/Gale

- Project Update
 - FEIR
 - Phase 1 Easement
 - Phase 2 Easements
 - Phase 3 Easement and Permitting
 - Runway 14 Obstruction Removal

5. Old Business

- Fuel Provider Change - Shell
- Hangar 7 / Twin City – S.Ellis – Discuss Building Issues and Timeline for Roof and Interior repair RFP Status
- KFIT – New Admin Building – Update – J.Poznick/S.Ellis

6. New Business

- Elections – Chairman/Secretary
- Solar – JNaylor

7. Financial and Operations Management Updates – S.Ellis

Monthly Activity

- FY15 Feb Financial review
- Monthly activity review
 - A/R Rent Review
 - Other aged Items and action plan
 - A/R Fuel review
 - FCA Fuel Aging – Status
 - Other aged Items and action plan
- New Abatements – none submitted

a. Operational Update & Manager's Report

- i. Customer Service – Standards
- ii. MUNIS Transition and Customer Account reconciliation and migration - Progress
- iii. Work Assignments – Who is doing what
- iv. SeaSide Aviation Lien Updates
- v. Airport Projects:
 - 1. Hangar 1 Insulation – Status
 - a. Peg board
 - 2. Overhead Door SRE - Status

8. Closing Remarks

9. Next Meeting – April ____ 2015 @ 18:00 Hours

10. Executive Session (if required) **YES**

Topic if Yes: 1. To discuss Avigation P1/P2 Easement Offers and Status

11. Regular Meeting adjourned at _____

12. Executive Session Started at _____ Adjourned at _____